



The Position

Under direction of a Program Administrator, the Community Health Worker II communicates with Spanish-speaking clients about health coverage options for their children and assists with enrollment and retention paperwork. Additionally, this position will help develop and implement an outreach plan to increase participation in CalFresh, serves as a bilingual certified Car Seat Technician and assists Spanish-speaking parents with car seat installation and information, and works closely with schools, Family Resource Centers and Community Health Clinics within Mendocino County.

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process.

One year of fulltime experience performing duties that are the equivalent to Community Health Worker I;

OR

Eighteen months of full-time experience performing related functions in a community services, child care or health care setting.

Mendocino County

Mendocino County, with a population of approximately 90,000, is located along the California coast line just a couple hours north of the San Francisco Bay Area.

Ukiah, the county seat and the largest city within the County, has a population of approximately 16,000.

Mendocino County offers many outdoor activities including some renowned scenic drives along coastal Highway 1 to U.S. 101 the "Redwood Highway" weaving through lush vineyards and soaring forests. Come sit by the fire, savor a delicious Mendocino vintage, stare up into a mighty redwood tree or watch migrating whales from the porch of one of our unique inns.

Community Health Worker II ***Spanish Bilingual**

Mendocino County **Health & Human Services Agency** **Social Services**

Bi-Weekly Salary: \$1,048 - \$1,275

Application Deadline:

May 10, 2013

5:00 p.m. PDT

Tentative Examination Dates:

Bilingual Written & Oral Exams:

Saturday, June 1, 2013

Oral Exam: Week of June 17, 2013

Examinations will be held in Mendocino County

Location:

The resulting list will be used to fill vacancies in
Ukiah, California

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance and a DMV clearance.

Employment in this position is contingent upon the successful completion of a pre-employment background including fingerprinting and medical examination, including drug screening.

There is no existing eligible list. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

***This position requires the ability to speak, read and write Spanish in addition to English. Candidates who have not passed the exam previously must take and pass the Merit System Services Spanish proficiency examination prior to appointment.**

KNOWLEDGE AND SKILLS

The following may be tested in the examination:

Knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Resources, community agencies and health care and other services.
- Needs, problems, and barriers to health care for low-income and minority populations.
- Basic principles of perinatal, reproductive, and infant health.
- Process of application for Medi-Cal and other health care coverage.
- Effects of tobacco, alcohol, and other drugs.
- Basic screening techniques for tobacco, alcohol, and other drug use and basic techniques for tobacco cessation intervention.
- Computer applications and hardware related to performance of the essential functions of the job.
- Office procedures including filing, record keeping and scheduling of appointments.

Skill in:

- Organizing work, setting priorities and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components may consist of:

BILINGUAL EXAMINATION (Written and/or Oral)

This examination will be weighted: Pass/Fail

Categories tested may include:

- Basic Vocabulary
- Language Register
- Grammar
- Word Distortion and/or Inventions
- Pronunciation
- Accuracy
- Comprehension of the Source Material
- Pronounced Hesitations or Repeated Unsuccessful Attempts to Interpret/Translate
- Literal (word-for-word) Renditions

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Social Services Knowledge
- Interpersonal Skills
- Communication Skills
- Office Knowledge and Skills
- Family Nutrition and Health
- Client Health Screening

Mendocino County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

SUPPLEMENTAL FORM

**MENDOCINO COUNTY HEALTH & HUMAN SERVICES AGENCY
COMMUNITY HEALTH WORKER II
APPLICATION DEADLINE: 5/10/13**

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet. FOR ONLINE APPLICANTS, THESE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE APPLICATION.

Name: _____ Date: _____

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

1. Briefly describe your experience or education in assessing, planning, and/or promoting nutrition/child safety in daily living.